

12.816 ON-CALL COURT APPEARANCE

References:

Procedure 12.815 - Court Appearances, Other
Hearings, and Correspondence to
Other City Departments
Procedure 12.820 - Compensation for Court Attendance
and Hearings
Form 663 - On-Call Court Appearance

Policy:

This procedure affects officers whose shifts begin between 0600 and 0900 hours inclusive, including investigators, scheduled to appear in Juvenile Court or Municipal Court, except Room A and Room B. Officers will not respond to court until notified by Court Control Unit. This procedure does not apply to first shift officers on regularly scheduled off days, vacation days, or compensatory off days.

This procedure in no way limits the Division's ability to bypass the on-call system. An officer may be present in court if his supervisor determines the Division would benefit by the officer monitoring a particular case.

Procedure:

A. Court Notifies:

1. Officers, whose shifts begin between 0600 and 0900 hours inclusive, receiving a court notify for Juvenile Court or Municipal Court will notify their supervisor immediately.
2. The district/unit supervisor will:
 - a. Complete an On-Call Court Appearance (Form 663) for on-duty first shift officers scheduled to appear in Juvenile Court or Municipal Court.
 - 1) Include the officer's name, badge number, and unit of assignment on the Form 663.

- 2) In the space titled Courtroom No., indicate Juvenile Court or the room number of the Municipal Court.
 - 3) Accurately record the court date, case number, defendant, and charge lines.
- b. Make a copy of the Form 663. Maintain a copy in a tickler file by court date for 30 days past the court date.
 - c. Process the Form 663 without delay to the Court Control Unit office. For same day or next court day appearance, hand carry the Form 663 to the Court Control Unit office.
 - d. Mark the Timebook and lineup with an asterisk, showing the officer is on call for court.
 - 1) Advise the on-call officer that no partial time off will be granted until final disposition of the court case.
3. The Court Control Unit Office will:
- a. Review the Form 663 for accuracy and completeness.
 - b. Mark the daily court docket sheet noting the officer is on call and will not respond to the Court Control Unit office unless notified.
 - c. File the Form 663 in a tickler file by court date for later processing.
 - d. Deliver the Form 663 for each affected municipal courtroom or Juvenile Court to the appropriate prosecutor before the start of court each day.

4. The prosecutor in each courtroom will:
 - a. Affix each Form 663 received to the appropriate case document. The prosecutor will arrange the case to allow setting within 15 minutes from the start of court.
 - b. Determine if the case requires the officer's testimony.
 - 1) If the officer's presence in court is necessary, the judge will continue the case in progress and schedule it later on the day's docket.
 - a) The prosecutor will immediately notify the Court Control Unit office to have the officer respond.
5. The Court Control Unit office will contact Police Communications Section and have the involved on-call officer respond to court immediately.
6. The on-call officer will:
 - a. Respond without delay to the Court Control Unit office.
 - 1) The on-call officer should respond to court in less than 30 minutes.
 - 2) If the on-call officer will be delayed for more than 30 minutes, he will notify a supervisor. The supervisor will notify the Court Control Unit office supervisor that the on-call officer is responding and the approximate length of delay.
 - b. Respond to the assigned municipal courtroom or Juvenile Court and notify the prosecutor upon arrival.
 - c. Upon completion of the court case, check out through the Court Control Unit office.

This procedure appears in the main Procedure Manual Index in the following way.

Page 17

COURTS:

Appearance, On Call

12.816

On-Call Court Appearance Form 663 pg. 1

Page 52

On-Call Court Appearance

12.816